



## 5-DAY SICK-DAY POLICY OUTLINE

Arkay Contracting Ltd.

2023 May

- Arkay workers are eligible to receive paid sick-day coverage up to 5 days in a calendar year.
- Workers must work for 90 days prior to being eligible.
- Workers must report illness or personal injury immediately to both Arkay client site and Arkay [arkay@telus.net](mailto:arkay@telus.net) to be eligible.
- An unreasonable delay in reporting creates a challenge to verify validity of reported illness or injury which may negate eligibility.
- If there is a pattern of illness, e.g., before/after a long weekend, it is reasonable to be further questioned and may require more stringent medical or other proof of illness/injury.
- Personal days not related to illness are not eligible for sick-day coverage.
- Hangovers are considered self-induced and are not eligible for sick-day coverage.
- Five or more consecutive days of illness not related to Covid-19 will require a doctor's note.
- Absence due to personal injury will require medical clearance to return to work.
- Absence due to ICBC accident or injury is not eligible for sick-day coverage.
- Extended absence from work for more serious illness, personal injury, pre-existing medical conditions including mental health impacts, are not eligible for sick-day coverage.
- Extended absences would be handled with a record of employment (ROE) being issued under illness/injury for employment insurance (EI) benefits.
- Calendar year may change to employment year – workers do not get an additional 5 days once their anniversary comes up if hired prior to January – employment year refers to the effective day of sick-day coverage for new hires.
- Sick days should be immediately reported, by email, to [arkay@telus.net](mailto:arkay@telus.net).
  - Sick days are not to be called into another team member as this is a payroll item.